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## 1. Purpose

This Sexual Harassment Prevention Measures, Complaint and Sanctions Procedure (as “Procedure”) is enacted to ensure that all LITEON employees are treated with fairness, respect and dignity. Workplace sexual harassment in any form is strictly prohibited in order to maintain a safe and healthy work environment.

## 2. Scope

This Procedure shall be applicable to all LITEON Technology Corporation (as “LITEON” or “Company”) personnels, job applicants and service recipients affiliated with LITEON.

## 3. Definitions

### 3.1 Sexual Harass (Harassment refers to any of the following situations:

#### 3.1.1 Within the scope of “Gender Equality in Employment Act”:

3.1.1.1 Explicitly or implicitly makes a sexual request toward an employee or an applicant, uses verbal or physical conduct of a sexual nature or with an intent of gender discrimination as an exchange for the establishment, continuance, modification of a labor contract or as a condition to his or her assignment, compensation, evaluation, promotion, demotion, award and discipline.


3.1.1.2 Makes a sexual request, uses verbal or physical conduct of a sexual or insulting nature or with an intent of gender discrimination, causes him or her a hostile, intimidating and offensive working environment leading to infringe on or interfere with his or her personal dignity, physical liberty or affects his or her job performance.

#### 3.1.2 Within the scope of “Sexual Harassment Prevention Act”: Excluding sexual assault crimes, the sexual or gender-related behavior against the will of a male or female and meeting any of the following circumstances:

3.1.2.1 Allow oneself to obtain, lose or impair the interest and right related to work, education, training, services, plans and activities on condition that he or she obeys or reject the behavior.

3.1.2.2 By displaying or broadcasting text, pictures, sound, images, or other objects, or through discriminatory or insulting words or actions, or through other methods, causing harm to the personal dignity of others, creating an atmosphere of fear, hostility, or offense, or improperly affecting their work, education, training, services, plans, activities, or normal life.

3.2 Workplace: Refers to the places provided by the Company where employees provide services to fulfill their contracts or where job applicants come to apply for employment, or places where they meet with clients/vendors on a regular basis.

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#### 4. Sexual Harassment Prevention Policy


- 4.1 To protect employees from Sexual Harassment, LITEON is committed to improving workplace facilities. The Human Resource department will also regularly organize and encourage employees to participate in educational seminars on preventing Sexual Harassment.
- 4.2 Supervisors are prohibited from using their authority, opportunities, or methods at work to sexually harass colleagues, job applicants, or representatives of suppliers. They are also prohibited to condone Sexual Harassment of colleagues or job applicants by others.
- 4.3 Employees are not allowed to sexually harass their colleagues in the Workplace, nor should they sexually harass their colleagues while said colleagues are performing their duties.
- 4.4 When Sexual Harassment incidents occur, all levels of supervisors should either stop such behavior or take appropriate actions. If they fail to stop or take appropriate actions, they are considered to have condoned the aggressor and shall be subject to the disciplinary actions together with the aggressor.
- 4.5 The company shall not terminate employment, transfer, or take unfavorable actions against an employee who has being sexually harassed or has filed a complaint.

#### 5. Filing Complaint

- 5.1 Employees or job applicants who encounter Sexual Harassment in the Workplace may file a complaint through a complaint hotline or a dedicated email address. In order to protect the rights of complainants, the person receiving the complaint shall handle it confidentially and shall not disclose the name of the complainant or any other information that could identify the complainant.
- 5.2 Complaint Hotline: Direct dial extension 5678 within the company
- 5.3 Dedicated complaint email address: [5678@liteon.com](mailto:5678@liteon.com).
- 5.4 If the employer is the person who conducts Sexual Harassment, the complainant may file a complaint not only through LITEON internal channels, but also to the local government authority.

#### 6. Complaint Handling Guidelines.

- 6.1 The complaint of Sexual Harassment may be submitted verbally or in writing. The handling unit who receives the complaint shall create a "Complaint Incident Record Form" and confirm with the complainant that the contents of the complaint are accurate. The record in the preceding paragraph shall document the following items:
  - 6.1.1 The name, unit and position title of the complainant, contact phone number, and the date of complaint filing.
  - 6.1.2 If an agent is acting on behalf of the complainant, a power of attorney shall be attached, in which should include the name and contact information of the agent.

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6.1.3 Facts and details shall be included in the complaint (relevant supporting evidence should be attached).

6.2 Upon receiving a complaint, the handling unit shall conduct an investigation in a confidential manner to protect the privacy of the parties involved. It shall convene a Complaint Handling Committee to handle the case.

6.3 If the Complaint Handling Committee deems necessary, it may request the complainant to describe the facts of the Sexual Harassment. It shall conduct an investigation based on the complainant's statements, and shall request related departments or personnel to provide supporting evidence.

6.4 The Complaint Handling Committee shall form a decision within two months from the date the complaint is filed, with the option to extend for one month if it deems necessary, but no further extension shall be granted. The committee shall provide reasonings in the decision, as well as recommendations for disciplinary action or other handling measures. The decision shall be forwarded to the complainant, the accused party, and their supervisors in writing.


6.5 If the complainant or the accused party disagrees with the decision of the committee, they shall submit a written appeal within twenty days from the next day of the decision, stating the reasons for the appeal. The Complaint Handling Committee shall convene another meeting in accordance with Article 6.4 to handle the appeal. The decision of the appeal shall be final, and the case shall be closed once the decision is formed. The complainant shall not be allowed to file another complaint based on the same facts once the case is closed.

## 7. Disciplinary Actions

7.1 If a Sexual Harassment complaint is found to be true, the company shall handle the matter in accordance with the "Rewards and Disciplinary Measures Management Regulations" (as "Regulation") based on the severity of the situation, which may include punishment or dismissal. If the matter involves criminal liability, the company may also submit a report to judicial authorities.

7.2 For those who violate the Regulation due to a Sexual Harassment complaint, the disciplinary procedure must be with the "Complaint Incident Record Form" throughout the violation handling process, and obtain approval according to the decision-making authority. As the "Complaint Incident Record Form" details the investigated and verified content and disciplinary recommendations, no "Violation Reporting Form" or "Violation Verification Record Form" needs to be submitted.

7.3 If the complaint is proven to be false and is made on an intentional basis, the company will also punish the complainant accordingly in accordance with the Regulation based on the severity of the situation.

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## 8. The Complaint Handling Committee

8.1 The Complaint Handling Committee shall be formed within three days after the complaint is filed to the complaint receiving unit. In principle, the members of the committee should consist of the head of the human resources department, as well as representatives from the company and employees. The committee must have a minimum of 50% female members and at least 1/3 of the committee should be composed of members of a single gender. Experts or scholars may be hired as committee members when necessary.

## 9. Forms

Complaint Incident Record Form

## 10. Implementation and Revision

10.1 After the implementation of this Procedure, in addition to the modifications according to relevant laws and regulations, it shall be reviewed and revised annually.

This Procedure shall be announced and implemented after being approved by supervisors at the 0-2 and 0-1 levels, and the same applies to revisions.